

A GUIDE TO

# ADD ZEN TO YOUR ZOOM

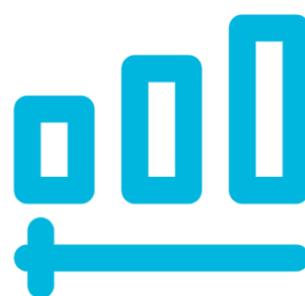


## START WITH A DEEP BREATH

Just as you would in a live classroom, you will likely feel a little bit nervous when you first meet with your students via Zoom. What will go well? What won't? Accept that this will be a bit weird at first. Take a deep breath and know that your teaching skills will carry you through.

## IT'S REALLY QUIET IN HERE!

When you are teaching in Zoom all of your students will likely have their microphones muted. While this means you won't be getting feedback and background noise, it also means that your new classroom will be very quiet. This does not mean that students are not engaged. Continue to ask questions and have students respond using Chat or Participant windows. This will remind you that they are still there.



## STUDENT RESPONSE TIME

We are used to asking questions and seeing facial expressions and hands shooting up. While you may not get the same visual response in Zoom, it does not mean that students are not reacting. When you ask a question provide time for students to write a Chat message, open their mics to speak or use the non-verbal feedback tools in the Participant window.

## TIME IS RELATIVE

During your class you will be doing things like sharing your screen, creating Breakout Rooms and moving among Breakout Rooms. It may feel like this takes forever. In reality it will take a couple of seconds. It will just feel like 5 minutes! Stay calm and let your students know that it will take you a few moments. It will feel much longer to you than it will to them.



## EMBRACE THE SPACE

Many instructors will miss seeing their students face to face. Meeting online is not the same, but there are some ways you can emulate what you do in a face to face environment. Participant, Chat and Breakout Room features can help you communicate with your students during class. You can also set up office hours that will allow you to meet with students one on one.

## DON'T EXPECT PERFECTION

Accept that you will not be perfect at using the technology right away. Even people who have taught online for years will run into tech issues. Technology changes regularly and you cannot always keep up. Do not feel as though you need to do everything right every time. Take the opportunity to show your students that you are learning too!



WE HOPE YOU HAVE A GREAT SEMESTER

[techined@ualberta.ca](mailto:techined@ualberta.ca)

This Infographic is not endorsed by Zoom. We chose the title because Zoom has become synonymous with teaching online. The same principles apply to any web conferencing tool you are using for synchronous classes.

